



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## FINANCE COMMITTEE

David Aznavoorian, Chairman  
Raymond Lisiecki, Vice Chair  
Damin Sutherby, Clerk  
Thomas L. Cooke  
Laurence Sanford  
Robert Kocsmiersky

### Meeting Minutes for April 10, 2014

#### 1) Call to Order

The meeting was called to order at 7:03 p.m. by David Aznavoorian, Chairman, at the Pike House. Present were Raymond Lisiecki, Damin Sutherby, Larry Sanford, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Thomas Cooke was not in attendance.

#### 2) FY15 Department Budget Review

##### Enterprise Fund Budgets

Mr. Aznavoorian noted that Mr. Cooke had some questions regarding the enterprise fund budgets and suggested waiting on voting on this budget until he is present.

Mr. Montuori noted that he met with Mr. Cooke and Brian Gilbert, DPW Superintendant, and many of Mr. Cooke's concerns are operational. Mr. Cooke has suggested combining the two enterprise funds into one fund so that water could help sewer. Mr. Montuori noted that he does not feel this is the right thing to do as each should be accounted for separately to determine the costs of each. Mr. Montuori noted that Mr. Cooke has concerns with repairs and maintenance of the water treatment plant as it is currently in a design phase. Mr. Montuori explained that this cannot yet be determined and he will rely on AE COM's advice. Mr. Aznavoorian asked how old the building is and Mr. Montuori noted that it has been at least 25 years since anything has been done.

Mr. Montuori noted that Mr. Cooke also expressed concerns about sludge dewatering as this has to be done when the water is treated and has suggested looking in to a newer technology. Both Mr. Montuori and Mr. Gilbert concur.

Another concern expressed by Mr. Cooke is the chemical budget as he feels a 40 % cost has been built in. Mr. Montuori explained that the budget is based on the highest usage and Mr. Cooke feels it should be level funded. Mr. Aznavoorian asked where the funds go if they are not used and Mr. Montuori explained retained earnings.

Mr. Cooke has also noted that there are mathematical errors within the budget and expressed concerns with utility costs as he feels they are higher than necessary. Mr. Montuori is researching this and if adjustments need to be made it can be done in the fall.

Mr. Cooke also expressed concerns with the staffing level at the water treatment plant as he feels it is dangerous to have only one staff member on the weekends and overnight. Mr. Montuori and Mr. Gilbert both agree and will be looking into this.

Two other concerns discussed by Mr. Cooke were the maintenance of pump stations, as he feels it should be outsourced, and a town electrician should be hired. Mr. Montuori noted that he will be looking into both matters.

### **School Department**

Mr. Lisiecki noted that he has received the responses from the School Department and they have been forwarded to the members. Mr. Lisiecki reviewed the responses aloud:

Q. What is the expected revenue from rentals for youth groups and other organizations for the use of the turf field once it is open?

A. At this time, we are not expecting a rental return for the use of the turf field. Our Tewksbury Youth Lacrosse, Soccer and Football players all charges a \$15.00 user fee, which goes to the town.

Q. What is the plan to control retirement pension and medical costs?

A. We are attempting to address this during the upcoming contract negotiations. All of our contracts will be up in June, 2015. Contract negotiations will begin in the next fiscal year.

Q. Can union negotiation be public?

A. No

Q. Somewhere in a \$45 million budget, there could be a diversion of expenditures to cover school activity fees of approximately \$100,000.

A. At the present time there is no movement to examine the current fee structure.

**MOTION:** Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 School Department budget in the amount of \$51,054,719; seconded by Mr. Sanford and the motion carried 5-0.

### **Shawsheen Valley Regional Technical Vocational High School**

Mr. Montuori noted that he spoke with Charles Lyons regarding the Shawsheen Tech budget and Mr. Lyons feels the assessment may be high; approximately \$88,000 to \$90,000 too high based on enrollment, State Aide, etc. A better figure is expected to be known by the end of April. Mr. Montuori suggested keeping the budget as it has been presented and making any adjustments in the fall.

**MOTION:** Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Shawsheen Valley Regional Vocational Technical High School budget in the amount of \$5,937,325; seconded by Mr. Sanford and the motion carried 5-0.

Mr. Montuori noted that he also spoke with Mr. Lyons regarding the culinary students helping out with the hot lunch program at the Senior Center and Mr. Lyons will look into this.

### **Capital Improvement Plant (CIP)**

Mr. Aznavoorian suggested waiting until Mr. Cooke is present to address the CIP.

### **3) Town Manager and Finance Director Reports**

Mr. Aznavoorian asked if any of the members have any questions on the draft warrant articles that were sent out by Mr. Montuori. Mr. Lisiecki noted that Articles 15 and 16 are both for the same purpose. Mr. Montuori noted that he will look into this.

Mr. Aznavoorian asked why there are 35 articles for annual town meeting and only 5 articles for special town meeting and Mr. Montuori explained that he closed the submittals for the warrants at the same time as in the past submittals were being made that should have been for annual town meeting and not special town meeting.

Mr. Aznavoorian requested the members review the warrant articles and prepare any questions they might have for the next meeting.

Discussion took place on the \$640,000 sewer debt transfer recently made by the Board of Selectmen. Mr. Montuori explained that the sewer enterprise article will be reduced by this amount and be put into Treasurer Unclassified exempt principle on the town side.

**MOTION:** Mr. Lisiecki made the motion to reconsider the Town Manager's FY15 Treasurer Unclassified budget; seconded by Mr. Sanford and the motion carried 5-0.

**MOTION:** Mr. Lisiecki made the motion to approve the Town Manager's recommended FY15 Treasurer Unclassified budget in the amount of \$14,183,995; seconded by Mr. Lisiecki and the motion carried 5-0.

### **Snow and Ice Overage Report**

**MOTION:** Mr. Lisiecki made the motion to approve the Snow and Ice Overage Report through April 10, 2014 in the amount of \$634,700.26; seconded by Mr. Sanford and the motion carried 5-0.

## **Reserve Fund Transfer**

<b>No.</b>	<b>Amount</b>	<b>To</b>	<b>Reason</b>
4	\$9,650.00	Council on Aging Repairs and Maintenance	The HVAC Systems continues to fail.

Attached to this transfer request was documentation from P.J. Dionne. Ms. Kucala explained that there have historically been HVAC problems at the Senior Center. It was determined by P.J. Dionne that the smaller unit was being used as the larger unit kept breaking and the smaller unit has now been overworked. Mr. Lisiecki asked if this is warranted and Mr. Kucala noted that it should be.

**MOTION:** Mr. Sutherby made the motion to approve Reserve Fund Transfer No. 4 as presented; seconded by Mr. Sanford and the motion carried 5-0.

### **4) Committee Member Reports**

#### **Economic Development Committee**

Mr. Sanford noted that the EDC met on April 8, 2014 and received a presentation from Beverly Woods of Northern Middlesex Council of Governments (NMCOG) on ways they can help Tewksbury. The Committee continues to work towards determining the best way to promote Tewksbury.

### **5) Approval of Meeting Minutes**

There were no meeting minutes presented for approval.

### **6) Approval of Recording Secretary Timesheet**

**MOTION:** Mr. Lisiecki made the motion to approve the recording secretary's time sheet for the month of March, 2014; seconded by Mr. Sanford and the motion carried 5-0.

### **7) Future Proposed Meeting Dates**

Thursday, April 17, 2014	7:00 p.m. Pike House
Wednesday, April 23, 2014	7:00 p.m. Pike House

### **Adjourn.**

**MOTION:** Mr. Sutherby made the motion to adjourn at 7:59 p.m.; seconded by Mr. Lisiecki and the motion carried 5-0.

**Approved: June 19, 2014**

## **Documents Presented and/or Discussed April 10, 2014**

- 1) Town Manager's Recommended FY15 Budget  
A copy can be found at the Finance Department or with the Town Manager
- 2) School Department Questions and Answers  
A copy can be found with the Finance Committee or Town Manager
- 3) Reserve Fund Transfer Number 4  
A copy can be found with the Finance Department
- 4) Snow and Ice Overage Report  
A copy can be found with the Finance Department
- 5) Recording Secretary's March, 2014 Time sheet  
A copy can be found with the Recording Secretary or the Finance Department